

North Carolina Department of Health and Human Services

Division of Aging and Adult Services

Michael F. Easley, Governor
Carmen Hooker Odom, Secretary

Karen E. Gottovi
Director

DAAS ADMINISTRATIVE LETTER NO. 05-4

To: Area Agencies on Aging Administrators/Directors
Housing and Home Improvement Service Providers

Subject: Reporting Requirements for Housing and Home Improvement Services

Date: June 15, 2005

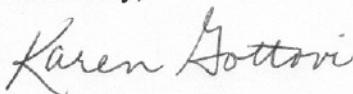
The service standards for Housing and Home Improvement Services require all providers to submit client registration information (Sec. VIII. A. Reporting) for each individual receiving service. The only exception to this reporting requirement is that providers do not have to report individual clients when advocacy and counseling activities are provided in a group setting or carried out via telephone or written correspondence. For all other Housing and Home Improvement services, providers must submit individual client registration information on either the DOA-101 or the DSS-5027. Once each client is registered, one (1) unit of service must be recorded, by social security number or other assigned identification number under the "Service Totals" option in ARMS for the month the service was received. Failure to register each client and report units of service will prevent reimbursement requests from processing.

Effective for FY 2006 reporting, the edit check will be reinstated in the ARMS to prevent the submission of expenditures for reimbursement under service code 140 unless the appropriate client registration information and service total record has been submitted. Entries will need to be made starting with July units of service reported in August 2005.

Area Agencies on Aging are asked to assist service providers who are not currently meeting this requirement to undertake the appropriate adjustments. Monitoring for this service should assure that clients have been registered appropriately.

For additional information or assistance, please contact Nancy Evans at 919-733-0440.

Sincerely,



Karen Gottovi
Director